



Project Budget

Save Draft

Please share your project/program budget by completing the template below or attaching a budget that includes details about each entry. For example, if requesting funding for staffing include a breakdown of the positions (such as: *Project Assistant, xx hrs/wk @ \$xx/hr*).

Have you applied for other funding for this program? If you have, please include that information in your project budget's Sources section. *

- Yes
- No

Do you prefer to upload a budget document or complete the template below? *

If uploading your own budget, please include basic details about each category. For example, if your budget includes staff expenses, share the number of positions and the cost for each.

- Upload
- Template

When completing the budget template enter information in all fields. Entries to the amount field should be in whole dollars, without commas or periods. For fields that have no entry, enter 0 in the amount field, and N/A in the description field. Your Total Expenses should equal your Total Funding.

Expenses

Category	Amount Requested	Detailed Description
Personnel Services - Salaries	<input type="text" value="Amount \$"/>	Detailed Expense description <input type="text"/> Please Describe
Personnel Services - Employee Benefits (such as employer payroll taxes and fringe benefits)	<input type="text" value="Amount \$"/>	Detailed Expense description <input type="text"/> Please Describe
Purchased Professional and Technical Services (consulting, non-employees, direct admin services, insurance)	<input type="text" value="Amount \$"/>	Detailed Expense description <input type="text"/> Please Describe
Purchased Property Services (facilities, rental, cleaning)	<input type="text" value="Amount \$"/>	Detailed Expense description <input type="text"/> Please Describe

Other Purchased Services
(contracted transportation,
grant-related advertising, mileage,
travel, admission fees, etc)

Amount \$

Detailed Expense description

Please Describe

Supplies (equipment under \$5,000,
consumable materials, etc.)

Amount \$

Detailed Expense description

Please Describe

Other Amount *

Amount \$

Detailed Expense description

Please Describe

Indirect/Overhead (up to 10% of the
project funds you apply for may be
used for overhead/operating
expenses.)

Amount \$

Detailed Expense description

Please Describe

TOTAL EXPENSES

Total Expenses

\$

Must match total funding

Sources of Funding

If you do not have funding in a category, enter "0" for the amount and "N/A" for the description.

Source

Funding Amount

Status

VECF (this should be the
same as the "Amount of
request" from your
application)

Amount \$

Other grant funding

Amount \$

Description

- Applied and awaiting notification
- Awarded, funds pending
- Funding Received
- N/A

**Donations (non-grant
funds)**

Amount \$

Description

- Funds on hand
- Active fundraising campaign
- N/A

Loan

Amount \$

Description

- Applied and awaiting notification
- Awarded, funds pending
- Funding Received
- N/A

Other

Amount \$

Description

- Applied and awaiting notification
- Awarded, funds pending
- Funding Received

TOTAL FUNDING

Total Funding

\$

Must match total expenses
